

Subject: Fw: Meeting/banquet room rental
From: Ellen Endo
Date: 4/25/18, 11:46 AM
To: Joanne Kumamoto

Here is the confirmation from Mr. Yonezawa at Miyako Hotel.

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Wednesday, April 25, 2018, 11:29 AM, Hironori Yonezawa <hiro@miyakola.com> wrote:

Hi Ellen,

Thank you for your mail.

And thank you very much for using Miyako Hotel.

I really appreciate it.

Here is a breakdown cost.

Banquet Room	\$200 (\$100/hour)
Coffee	\$25
Bottle Water(35)	\$25

Total cost will be \$250.

We'll send you this invoice as soon as possible.

Thank you,

Hironori Yonezawa

General Manager

Miyako Hotel Los Angeles

Tel : [213-617-2000 ext.351](tel:213-617-2000)

328 E 1st Street, Los Angeles, CA

From: Ellen Endo <ellenendo@yahoo.com>
Sent: Wednesday, April 25, 2018 11:21 AM
To: Hironori Yonezawa <hiro@miyakola.com>
Subject: Meeting/banquet room rental

Yonezawa-san,

Thank you for allowing us to use Miyako Hotel for our meeting tomorrow.

Date: Thursday, April 26

Time: 3:30-5:30 p.m. (We will arrive at 3:00 for setup.)

Attendance: 30 people. Set up long tables in rectangle with 12 chairs along the sides and 3 chairs on each end. Please provide 5 extra chairs.

Can we order coffee and water?

Please post a sign that says "**WSAB - BID Meeting**"

Onegaishimasu. Please email your invoice for the room and coffee/water service, and I will provide a credit card number.

Ellen Endo

Little Tokyo Business Association

[\(818\) 512-8791](tel:8185128791)